

LUCCOCK PARK CAMP

Position Title: Kitchen Manager
Pay Rate: \$2000.00 per month Salary

Position Summary:

This position is responsible for performing a variety of duties with primary functions consisting of the planning, ordering, preparation, and serving of all Camp meals for up to 150 campers, guests and staff persons. This position will also clean up the kitchen and dining room areas, inventory and order adequate quantities of food and cleaning materials necessary to maintain the overall operation and sanitation of the kitchen and dining areas, monitor food storage, plan menus, direct and supervise kitchen staff persons in their duties. This position will report to and work under the direct supervision of the Camp Manager.

Supervision Exercised:

This position is responsible for exercising direct management and/or supervision of assigned kitchen staff. This position may be required to perform Joint Management duties with the Camp's Maintenance Manager during absence/s of, or as directed by the Camp Manager.

Essential Duties:

- Plan weekly menus for various numbers of guests to meet their special needs as they arise to include dietary restrictions.
- Prepare the meals, following all necessary food safety and sanitation procedures.
- Apportion and serve meals to campers, guest and staff as directed.
- Keep the kitchen and dining hall clean and neat.
- Clean and inspect equipment, kitchen appliances, and work areas in order to ensure cleanliness and functional operation.
- Wash pots, pans, dishes, utensils, and other cooking equipment.
- Order food and food products and keep adequate inventories of same.
- Insure proper storage of food inventory.
- Maintain records on purchases, menus, food costs, etc.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Establish and communicate written work schedules to kitchen staff.
- Perform related duties and responsibilities as directed or assigned.

Essential Skills & Qualifications:

- Ability to plan menus, follow recipes, order food and safely store food.
- Efficient skills and knowledge in large quantity food preparation.
- Ability to Manage Kitchen Area and supervise Kitchen Staff persons.
- Ability to create reports and perform record keeping.
- Ability to effectively communicate in both verbal and written forms.
- Ability to present information and provide assistance to the public and to camp staff as directed.
- Must possess or be able to obtain a valid Montana Drivers License prior to hire.
- Must be able to Speak, Read and Write English.
- Ability to make coordinated & repetitive movements of the fingers, hands & arms to grasp and manipulate small objects, lift or carry up to 50 pounds, climb, crawl, kneel, bend, stoop, reach, balance, hear, speak, walk, see with/without corrective lenses, work in confined spaces, stand for extended periods, be on your feet for extended periods, and work in diverse weather conditions.
- Ability to operate power machinery including cutting and slicing devices.
- Ability to work in close proximity with other people and foster teamwork.

Experience & Education Requirements:

The experience and education requirements for this position are typically acquired through Graduation from an accredited High School or completion of an accredited Equivalency program, and 1-3 years of direct work experience in Food Service Management, Restaurant or Institutional Cooking, or a closely related field. Some post-secondary, vocational or other education with coursework or training in a related field is preferred. Applicants having prior Management and Supervisory work experience are preferred. Applicants must be a citizen of the United States or be eligible for employment in the United States under U.S. Bureau of Citizenship & Immigration visa policies. Luccock Park Camp is an Equal Opportunity Employer.